

# Sample Manuscript Proposal Guide

Follow this format in presenting a proposed idea for a writing project:

Name  
Address  
City, State, Zip  
Phone  
Email  
Website

## Manuscript Proposal

**Working Title:** Name of book or article

**Genre:** Fiction, Non-Fiction, Memoir, Short Story, Poetry, Lyrics, Picture Book, Chapter Book, Young Adult, Devotional, Curriculum, Drama, etc.

**Theme:** Write a one sentence summary on the premise or purpose of your manuscript.

**Length:** What is your word count—or expected word count; how many chapters?

**Unique Qualities:** What sets your manuscript apart and why should it be read?

**Market:** Describe the reading audience for your manuscript—children and youth, adults, families, Christian, male, female, etc. or other specific interest audience. Who do you want to read what you've written and why should they read it? Who will most benefit from what you've written?

**Qualifications:** Tell a little about yourself and why you are qualified to write about the topic of your manuscript. Do you have professional certification that makes you an expert on the topic? What experience do you have that especially informs your writing in this particular genre or topic?

**Summary of Manuscript or Project Idea:** In a paragraph or two, explain your vision for this writing project. What inspired you to write it and what do you expect its contents to include. If it is fiction, non-fiction narrative memoir, or biography, summarize the basic plotline and what makes it a compelling story. If it is non-fiction, summarize the key elements of the work and the main take-away.

**Chapter-by-Chapter Summary:** If your fiction or non-fiction book is written and developed, list summaries of each chapter.

**Sample Chapters:** Include a completed chapter or two if you have them. Include complete text of picture book or children's chapter book if complete.

